

# Schedule Builder Tips

Schedule Builder is a tool that provides students with the opportunity to build and select a schedule that best fits their needs. It helps find available combinations of class sections, helps to ensure that students are able to fit all of their courses in each term, and will allow students to see if they have availability to add an extra class into their schedule. Because seats available in each section is updated every minute, it reduces the frustration students experience when they build a schedule, only to find that the section they wanted is not available when they attempt to register.

Use the links below to navigate this document to learn more about how to use Schedule Builder. If you are new to Schedule Builder we suggest you start with the [basics](#) – that is all you need to begin using Schedule Builder today, but the other areas show some expanded functionality and answer some questions you may have.

- [Schedule Builder Basics](#)
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- [Excluding specific sections from your search results](#)
- [Viewing Reserved Seats in Schedule Builder](#)
- [Viewing Enrollment Requirements in Schedule Builder](#)
- [Viewing Class Notes in Schedule Builder](#)
- [Searching for courses using My Planner](#)
- [Searching for courses that meet the UB Curriculum Diversity Learning requirement](#)
- [Using filters on the homepage](#)
- [What are disabled sections?](#)
- [Using Schedule Builder in Dual Career programs](#)
- [Why is a course not showing up in HUB when I “Import Cart”?](#)

## **Schedule Builder Basics**

Schedule Builder is an easy to use tool to help you find the combination of classes you want to take in a specified term. If you haven't used it before, this [page](#) tells you how to access it and what you'll do. We recommend watching this short [video](#) that details how to search for and select schedules.

## **Using Locks on specific sections**

If you find a specific class section that you like, you can lock it so that only schedules with that section are shown. Watch this quick [video](#) to learn how to use locks.

## **Excluding specific sections from your search results**

Are there sections you know you don't want to see in your results? This [video](#) explains how to easily exclude them.

## Viewing Reserved Seats in Schedule Builder

There may be sections of courses in which seats are reserved for specific majors. If there are seats reserved it will be displayed when you are viewing a generated schedule.

Schedule Builder Text Only Help Sign out

Back Email Send to Quick Enroll Shuffle Schedule 9 of 1000

ID: ██████████

ⓘ You are viewing a potential schedule only and you must still register.

Subject	Course #	Section	Class #	Seats Open	Waitlist Open	Day(s) & Location(s)	Campus	Units
Art History	199SEM	TT	23416	20	0	MW 10:00am - 11:20am - Clemen Arr	North Campus	3
Biological Sciences	200LLB	B	15990	434	0	MWF 4:00pm - 4:50pm - Knox 20	North Campus	0
Biological Sciences	200LLB	B15	18187	24	0	W 7:30pm - 10:20pm - Cooke 210	North Campus	5
Chemistry	201LLR	C	15931	337	0	TTh 6:30pm - 7:50pm - Nsc 225	North Campus	0
Chemistry	201LLR	N1	20973	32	0	Th 8:00am - 8:50am - Bell 337	North Campus	5
Chemistry	201LLR	N8	20976	28	0	Th 9:00am - 11:50am - Nsc Arr	North Campus	0
Management Accounting	311LR	A	23773	37	0	MW 9:00am - 9:50am - Jacobs 214	North Campus	0
Management Accounting	311LR	A1	23774	37	0	F 9:00am - 9:50am - Jacobs 214	North Campus	3
<b>Reserve Caps</b> 1 of 38 reserved seats filled for requirement: Accounting BS								
Psychology	207LLB	A	15847	263	0	TTh 12:30pm - 1:50pm - Norton 112	North Campus	0
Psychology	207LLB	A4	15869	78	0	F 12:00pm - 12:50pm - Nsc 201	North Campus	4
<b>Reserve Caps</b> 0 of 50 reserved seats filled for requirement: 1st Term Freshman								
								<b>20</b>

	Monday	Tuesday	Wednesday	Thursday	Friday
8am				Chemistry-201LLR REC - Bell 337	
8:15					
8:30					
8:45					
9am	Management Accounting-311LR LEC - Jacobs 214		Management Accounting-311LR LEC - Jacobs 214	Chemistry-201LLR LAB - Nsc Arr	Management Accounting-311LR REC - Jacobs 214
9:15					
9:30					
9:45					

In this example you will see that there are seats reserved (Reserve Caps) in Management Accounting and in Psychology.

For Management Accounting 311LR there are only 37 seats available in the class and 1 of 38 seats filled by the Reserve Cap, so that would mean that all available seats are reserved for students in the Accounting BS major.

For Psychology 207LLB you will see that 50 seats are reserved for 1<sup>st</sup> Term Freshman but that there are 78 seats still open in the A4 section, which means 28 seats are available to any student who is not a 1<sup>st</sup> Term Freshman.

## Viewing Enrollment Requirements in Schedule Builder

Some sections of classes may have enrollment requirements which control who is able to enroll in the course. To see the enrollment requirements you would expand the course details by clicking  on the class you want to view details for when viewing a generated schedule:

 You are viewing a potential schedule only and you must still register. ✕

Show Section Details	Subject	Course #	Section	Class #	Seats Open	Waitlist Open	Day(s) & Location(s)	Campus	Units
	Art History	199SEM	TT	23416	20	0	MW 10:00am - 11:20am - Clemen Arr	North Campus	3
 	Biological Sciences	200LLB	B	15990	434	0	MWF 4:00pm - 4:50pm - Knox 20	North Campus	0
	Biological Sciences	200LLB	B15	18187	24	0	W 7:30pm - 10:20pm - Cooke 210	North Campus	5
 	Chemistry	201LLR	C	15931	337	0	TTh 6:30pm - 7:50pm - Nsc 225	North Campus	0
	Chemistry	201LLR	N1	20973	32	0	Th 8:00am - 8:50am - Bell 337	North Campus	5
	Chemistry	201LLR	N8	20976	28	0	Th 9:00am - 11:50am - Nsc Arr	North Campus	0
 	Management Accounting	311LR	A	23773	37	0	MW 9:00am - 9:50am - Jacobs 214	North Campus	0
	Management Accounting	311LR	A1	23774	37	0	F 9:00am - 9:50am - Jacobs 214	North Campus	3

When you click  the section will expand to show details:

	Subject	Course #	Section	Class #	Seats Open	Waitlist Open	Day(s) & Location(s)	Campus	Units
	Art History	199SEM	TT	23416	20	0	MW 10:00am - 11:20am - Clemen Arr	North Campus	3
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Subject:</b> Art History  <b>Course #:</b> 199SEM  <b>Section:</b> TT  <b>Class #:</b> 23416  <b>Seats Open:</b> 20  <b>Campus:</b> North Campus  <b>Units:</b> 3  <b>Title:</b> UB Seminar  <b>Topic:</b> Queer and Feminist Art  <b>Component:</b> SEM  <b>Session:</b> University 15 Week Session  <b>Instructor:</b> Theodoros Triandos  <b>Description:</b> The three credit UB Seminar is focused on a big idea or challenging issue to engage students with questions of significance in a field of study and, ultimately, to connect their studies with issues of consequence in the wider world. Essential to the UB Curriculum, the Seminar helps students with common learning outcomes focused on fundamental expectations for critical thinking, ethical reasoning, and oral communication, and learning at a university, all within topic focused subject matter. The Seminars provide students with an early connection to UB faculty and the undergraduate experience at a comprehensive, research university. This course is equivalent to any 199 offered in any subject. This course is a controlled enrollment (impacted) course. Students who have previously attempted the course and received a grade of F or R may not be able to repeat the course during the fall or spring semester.</p> </div> <div style="width: 45%;"> <p><b>Day(s) &amp; Location(s):</b>            MW 10:00am - 11:20am - Clemen Arr            Dates: 08/29/2016 - 12/07/2016  <b>Notes:</b> Each week we will explore a specific work of art that A) was made after 1949 and B) has been associated with feminist and/or queer history. We will pair that work with two historically-specific readings of it. Our task will be to understand the different kinds of meanings that different writers/speakers impute to each work. How do these readings differ? What are the investments (social, economic, academic) of each writer? How has history treated each of these views? Which does it favor? The goal of our class will not be to walk away with encyclopedic knowledge of our selected works, but to understand the way in which the debates surrounding our selected works inform our understanding of art, its history, and social experience.  <b>Consent:</b> No Special Consent Required  <b>Drop Consent:</b> Department Consent Required  <b>Enrollment Requirement:</b> Students who have already successfully completed the first year seminar course may not repeat this course.</p> </div> </div>									
 	Biological Sciences	200LLB	B	15990	434	0	MWF 4:00pm - 4:50pm - Knox 20	North Campus	0
	Biological Sciences	200LLB	B15	18187	24	0	W 7:30pm - 10:20pm - Cooke	North	5

If there are Enrollment Requirements, they will be displayed on the right hand side with the “Enrollment Requirement:” header. If there are not any Enrollment Requirements then that section will not display.

## Viewing Class Notes in Schedule Builder

Some sections of classes may have notes about that specific class. To see the notes you would expand the course details by clicking  on the class you want to view details for when viewing a generated schedule:

 You are viewing a potential schedule only and you must still register. ✕

Show Section Details	Subject	Course #	Section	Class #	Seats Open	Waitlist Open	Day(s) & Location(s)	Campus	Units
	Art History	199SEM	TT	23416	20	0	MW 10:00am - 11:20am - Clemen Arr	North Campus	3
 	Biological Sciences	200LLB	B	15990	434	0	MWF 4:00pm - 4:50pm - Knox 20	North Campus	0
	Biological Sciences	200LLB	B15	18187	24	0	W 7:30pm - 10:20pm - Cooke 210	North Campus	5
 	Chemistry	201LLR	C	15931	337	0	TTh 6:30pm - 7:50pm - Nsc 225	North Campus	0
	Chemistry	201LLR	N1	20973	32	0	Th 8:00am - 8:50am - Bell 337	North Campus	5
	Chemistry	201LLR	N8	20976	28	0	Th 9:00am - 11:50am - Nsc Arr	North Campus	0
 	Management Accounting	311LR	A	23773	37	0	MW 9:00am - 9:50am - Jacobs 214	North Campus	0
	Management Accounting	311LR	A1	23774	37	0	F 9:00am - 9:50am - Jacobs 214	North Campus	3

When you click  the section will expand to show details:

	Subject	Course #	Section	Class #	Seats Open	Waitlist Open	Day(s) & Location(s)	Campus	Units
	Art History	199SEM	TT	23416	20	0	MW 10:00am - 11:20am - Clemen Arr	North Campus	3
<p><b>Subject:</b> Art History  <b>Course #:</b> 199SEM  <b>Section:</b> TT  <b>Class #:</b> 23416  <b>Seats Open:</b> 20  <b>Campus:</b> North Campus  <b>Units:</b> 3  <b>Title:</b> UB Seminar  <b>Topic:</b> Queer and Feminist Art  <b>Component:</b> SEM  <b>Session:</b> University 15 Week Session  <b>Instructor:</b> Theodoros Triandos  <b>Description:</b> The three credit UB Seminar is focused on a big idea or challenging issue to engage students with questions of significance in a field of study and, ultimately, to connect their studies with issues of consequence in the wider world. Essential to the UB Curriculum, the Seminar helps students with common learning outcomes focused on fundamental expectations for critical thinking, ethical reasoning, and oral communication, and learning at a university, all within topic focused subject matter. The Seminars provide students with an early connection to UB faculty and the undergraduate experience at a comprehensive, research university. This course is equivalent to any 199 offered in any subject. This course is a controlled enrollment (impacted) course. Students who have previously attempted the course and received a grade of F or R may not be able to repeat the course during the fall or spring semester.</p> <p><b>Day(s) &amp; Location(s):</b>            MW 10:00am - 11:20am - Clemen Arr            Dates: 08/29/2016 - 12/07/2016</p> <p><b>Notes:</b> Each week we will explore a specific work of art that A) was made after 1949 and B) has been associated with feminist and/or queer history. We will pair that work with two historically-specific readings of it. Our task will be to understand the different kinds of meanings that different writers/speakers impute to each work. How do these readings differ? What are the investments (social, economic, academic) of each writer? How has history treated each of these views? Which does it favor? The goal of our class will not be to walk away with encyclopedic knowledge of our selected works, but to understand the way in which the debates surrounding our selected works inform our understanding of art, its history, and social experience.</p> <p><b>Consent:</b> No Special Consent Required  <b>Drop Consent:</b> Department Consent Required  <b>Enrollment Requirement:</b> Students who have already successfully completed the first year seminar course may not repeat this course.</p>									
 	Biological Sciences	200LLB	B	15990	434	0	MWF 4:00pm - 4:50pm - Knox 20	North Campus	0
	Biological Sciences	200LLB	B15	18187	24	0	W 7:30pm - 10:20pm - Cooke	North	5

If there are Class Notes, they will be displayed on the right hand side with the “Notes:” header. If there are not any notes than that section will not display.

## Searching for courses using My Planner

If you have added courses to My Planner in HUB, you can easily add them to your search in Schedule Builder.

From the main page click “+Add Course”:

By default this page loads to Add Courses by Subject. Just click the tab for “My Planner”:

The screenshot shows the 'Add Course' interface. At the top, there are three tabs: 'By Subject', 'Search by Course Attribute', and 'My Planner'. The 'My Planner' tab is selected and highlighted in blue. Below the tabs, there are two dropdown menus: 'Subject' with 'Select Subject' and 'Course' with 'Select Course'. At the bottom, there are two buttons: '< Done' and '+ Add Course'.

You can change the Plan Term if necessary using the drop down at the top. You can add courses to search for from any planned term.

The screenshot shows the 'Add Course' interface with the 'Plan Term' dropdown menu open. The dropdown menu lists several terms: 'Fall 2016', 'Fall 2017', 'Spring 2017', and 'Fall 2016'. The 'Fall 2016' option is currently selected. Below the dropdown, there are two course entries: 'ULC 148' and 'TH 106L'. At the bottom, there are two buttons: '< Done' and '+ Add'.

All of your planned courses for the specified Plan Term will be displayed. You can check the box for those you wish to search for and click “+Add.”

If you planned to take a course and it is not offered for the term you are building a schedule you will see this symbol  instead of a check box. If you click the  to show course details it will tell you that it is not available in the term you are scheduling:

The screenshot shows the 'Add Course' interface with the 'Plan Term' dropdown set to 'Spring 2017'. Below the dropdown, there are two course entries: 'TH 203LEC - Visual Imagination' and 'TH 205LEC - Technical Drafting'. The 'TH 205LEC - Technical Drafting' entry has a warning triangle icon next to it. Below the course entries, there is a text box that says 'This course is not available for the term of Fall 2016' and 'Title: Technical Drafting'. At the bottom, there are two buttons: '< Done' and '+ Add'.

The screenshot shows the 'Schedule Builder' interface. At the top, there are two tabs: 'Schedule Builder' and 'Text Only'. Below the tabs, there is the University of the State logo. The main content area shows several filters: 'Course Status' (Open & Full w/Waitlist Open), 'Campuses' (6 of 7 Selected), 'Locations' (All Locations Selected), and 'Instruction Modes' (All Instruction Modes Selected). Each filter has a 'Change' button. Below the filters, there is a yellow box with an information icon and the text 'Instructions: Add desired courses and breaks and d'. Below that, there is a 'Courses' section with a '+ Add Course' button. The 'Courses' section shows a list of courses: 'Art History 199SEM', 'UB Seminar', and 'Art 199SEM'. Each course has a checkbox, an 'Options' gear icon, an information icon, a lock icon, and a close icon. The 'Art History 199SEM' course has a topic of 'Queer and Feminist Art'.

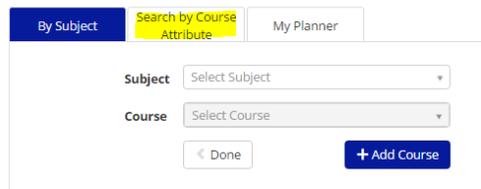
## Searching for courses that meet the UB Curriculum Diversity Learning requirement

You can search for courses that meet the UB Curriculum Diversity Learning requirement using “Search by Course Attribute”.

From the main page click “+Add Course”:

By default this page loads to Add Courses by Subject. Click the tab for “Search by Course Attribute”:

### Add Course



By Subject **Search by Course Attribute** My Planner

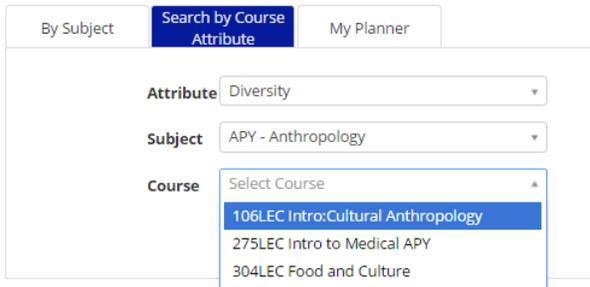
Subject Select Subject

Course Select Course

Done + Add Course

Select the Attribute “Diversity” in the drop down menu. When you choose a subject, only those which have a course that meets that requirement will display in the drop down. After selecting a subject, only the courses in that subject that meet the requirement are options in the course dropdown.

### Add Course



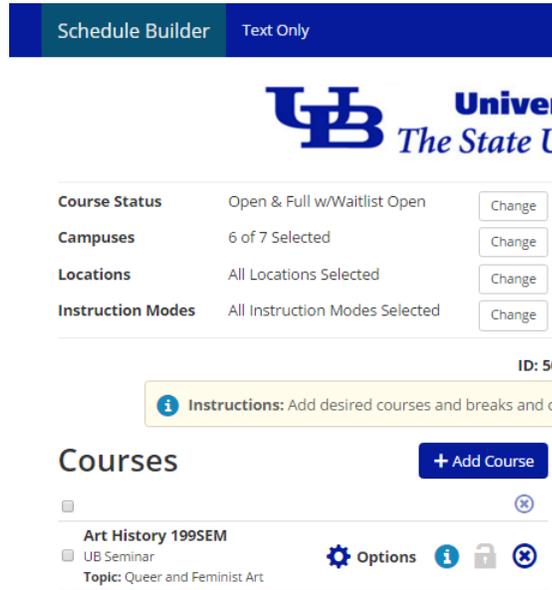
By Subject **Search by Course Attribute** My Planner

Attribute Diversity

Subject APY - Anthropology

Course Select Course

- 106LEC Intro:Cultural Anthropology
- 275LEC Intro to Medical APY
- 304LEC Food and Culture



Schedule Builder Text Only

UB The State U

Course Status	Open & Full w/Waitlist Open	Change
Campuses	6 of 7 Selected	Change
Locations	All Locations Selected	Change
Instruction Modes	All Instruction Modes Selected	Change

ID: 5C

Instructions: Add desired courses and breaks and d

### Courses

+ Add Course

- Art History 199SEM
- UB Seminar
- Topic: Queer and Feminist Art
- Art 199SEM

## Using filters on the homepage

At the top of the page there are a number of filters you can use to make adjustments to the schedules available to you.

The screenshot shows the top navigation bar with 'Schedule Builder' and 'Text Only' tabs, and 'Help' and 'Sign out' links. Below the navigation is the University at Buffalo logo and name. A filter panel contains the following settings:

<b>Course Status</b>	Open & Full w/Waitlist Open	Change	<b>Academic Careers</b>	2 of 6 Selected	Change
<b>Campuses</b>	6 of 7 Selected	Change	<b>Sessions</b>	All Sessions Selected	Change
<b>Locations</b>	All Locations Selected	Change	<b>Term</b>	Fall 2016	
<b>Instruction Modes</b>	All Instruction Modes Selected	Change			

These have been preset with some information, but to make any changes just press the change button.

For example, Course Status has been set to show courses that are open or are accepting a Wait List. When you click Change you will see the following options:

The dialog box titled 'Select Course Status' shows three radio button options: 'Open Classes Only', 'Open & Full w/Waitlist Open' (which is selected), and 'Open & Full'. At the bottom are 'Cancel' and 'Save' buttons.

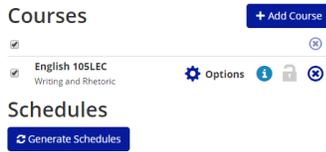
If you select Open Classes Only, then you would see classes with seats currently open. If you select Open & Full it would show classes that are either open, have a wait list, or are currently full.

The filters you set will impact the schedules you generate – in general the fewer items you have selected the fewer available schedules you will see.

Please note the filters also impact when you are trying to add courses to search for. If you set your Campus to only be South Campus, then classes which have no sections scheduled on South Campus will not display when you are trying to add courses.

## What are Disabled sections?

When you add courses to search for, you will notice that there is an Options button:



You may be familiar with clicking this button if you've watched this [video](#) on excluding specific sections, however if you do click it you may see that some sections are enabled and some are disabled.

### English 105LEC

Writing and Rhetoric

Please select the classes you wish to include.

Enabled (5 of 5) Disabled (59) Back Save & Close

Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Units
<input checked="" type="checkbox"/> C6	LEC	24		MWF 10:00am - 10:50am - Dfn 206 F 11:00am - 11:50am - Dfn 206	South Campus	4
<input checked="" type="checkbox"/> E3	LEC	24		MWF 12:00pm - 12:50pm - Dfn 208 W 11:00am - 11:50am - Dfn 208	South Campus	4
<input checked="" type="checkbox"/> F6	LEC	24		MWF 1:00pm - 1:50pm - Dfn 208 F 2:00pm - 2:50pm - Dfn 208	South Campus	4
<input checked="" type="checkbox"/> H3	LEC	24		MWF 3:00pm - 3:50pm - Dfn 207 W 2:00pm - 2:50pm - Dfn 207	South Campus	4
<input checked="" type="checkbox"/> P6	LEC	24		TTh 11:00am - 12:20pm - Dfn 207 Th 10:20am - 11:00am - Dfn 207	South Campus	4

Back Save & Close

If you click the Disabled tab it will explain to you why that section is disabled.

### English 105LEC

Writing and Rhetoric

Please select the classes you wish to include.

Enabled (5 of 5) Disabled (59) Back Save & Close

Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Units
<input type="checkbox"/> A1	LEC	20		MWF 8:00am - 8:50am - Baldy 109 M 9:00am - 9:50am - Baldy 109	North Campus	4
<b>Disabled Reasons</b> The campus "North Campus" is not selected.						
<input type="checkbox"/> A2	LEC	21		MWF 8:00am - 8:50am - Baldy 114 M 9:00am - 9:50am - Baldy 114	North Campus	4
<b>Disabled Reasons</b> The campus "North Campus" is not selected.						
<input type="checkbox"/> A3	LEC	21		MWF 8:00am - 8:50am - Baldy 118 W 9:00am - 9:50am - Baldy 118	North Campus	4
<b>Disabled Reasons</b> The campus "North Campus" is not selected.						
<input type="checkbox"/> B1	LEC	21		MWF 9:00am - 9:50am - Baldy 119 M 8:00am - 8:50am - Baldy 119	North Campus	4
<b>Disabled Reasons</b> The campus "North Campus" is not selected.						
<input type="checkbox"/> B2	LEC	21		MWF 9:00am - 9:50am - Baldy 121 M 8:00am - 8:50am - Baldy 121	North Campus	4

As you set filters ([click here for information about filtering](#)) you may want to view the course options to see how many sections you are disabling, as too many disabled sections may result in you being unable to find a schedule with all of the courses you'd like to take.

## Using Schedule Builder in Dual Career programs

If you are enrolled in multiple careers in a single term (for example BS/MBA) you may need to take both undergraduate courses and graduate courses. You can find and build schedules in Schedule Builder for multiple careers, but your enrollment shopping cart in HUB is career specific, so if you try to send back courses for multiple careers Schedule Builder will generate the following message:

 Your desired schedule contains classes with more than one course career. You can only send one career at a time to enrollment. Please select the course career you wish to register for now. You can return to Schedule Builder after enrolling to register for additional careers.

Please Select Career:

Graduate ▼

 Send to Shopping Cart

To continue, simply choose the career from the drop down that you want to send first, then come back to Schedule Builder and send the other career.

### **Why is a class not showing up in HUB when I “Import Cart”?**

You may find that when you use Schedule Builder and send your desired schedule back to HUB, a class may not show up in the “Import Cart” process – this can happen for a few reasons:

- You are already enrolled in that specific section for the term – if you are enrolled the class won’t send back to HUB
- You already have that specific section in your Shopping Cart – it will not be added twice so it doesn’t display
- The class is a Controlled Enrollment Course – certain high demand courses only allow enrollment in the Spring or Fall term for a first attempt – if you’ve previously attempted the course you may not be eligible to take it in a Fall or Spring term. When you are ineligible to take the course it will not show up from Schedule Builder when you return to HUB. All of these courses have a section in their description that tells you it is a controlled enrollment course. More information about this policy is located here: [Undergraduate Catalog – Repeat Policy](#)